

## HIV Prevention Intervention Evaluation Forms Tool Box

Form Name	Submission Requirements	Usage
HIV Prevention Program Participant Form	Required for GLI, ILI, or PCM	Used to obtain information for a unique ID and for tallying client demographics required for reporting on ILI, GLI, and some Outreach Interventions. May be filled out by clients or by provider during a one-on-one intake interview.
ILI-PCM Intervention Report Form (Part 1)	Required	Complete Section A for each ILI intervention name and submit once with the first report of the intervention.
ILI-PCM Intervention Report Form (Part 2 - Client Visit Record)	Required	Used to document intervention visits for each individual participant and is used for tallying numbers of visits received by participants for reporting on the ILI-PCM Intervention Report Form (Part 1) Year-to-Date Summary. Participation can be linked to client demographic data obtained from the HIV Prevention Program Participant Form using the Unique ID.
GLI Intervention Report Form (Part 1)	Required	Complete Section A for each GLI intervention and submit once by the first reporting deadline of the contract year.
GLI Intervention Report Form (Part 2 - Intervention Sessions Record)	Required	This form is used to document the date, topics, and participation for each GLI intervention session.
HIV Prevention Participant Sign-In Form	Required	This form is used to track information about numbers of sessions received by each participant for reporting on the Intervention Report Form Year-to-Date Summary. Participation can be linked to client demographic data obtained from the HIV Prevention Program Participant Form using the Unique ID.
Outreach Intervention Report Form	Required	For each intervention, complete for the reporting period.
Health Communications / Public Information Intervention Report Form	Required	Complete a form for each distinct intervention/target population reflecting activities during each reporting period.
Health Communications Presentations/Lectures Log Form	Required	Used to log all presentations/lectures provided. Presentations / lectures provided for each intervention can be tallied and entered on the Health Communications / Public Information Intervention Report Form.
Other Intervention Report Form -	Required	Complete to report on activities such as Community Mobilization including RPC activities, social marketing campaigns, community-wide events, policy interventions, or interventions that do not fit the definition of other intervention categories.
STD/AIDS pre/post intervention outcome monitoring tool	Required for GLI and ILI	Used by contractors who do not have an approved outcome monitoring tool. Outcome monitoring is required for all contractors conducting group-level and individual-level interventions.
Prevention...Where I am Today	Required for PCM	The "Prevention...Where I am Today" tool is used for PCM interventions